

City of Beloit

Lori Stottler, City Clerk-Treasurer

Municipal Board of Absentee Canvassers

Section 1.14(3) of the Code of General Ordinances of the City of Beloit is hereby created to read as follows:

The Board of Absentee Canvassers shall be composed of the City Clerk or a qualified elector of the city designated by the City Clerk, and two other qualified electors of the city appointed by the City Clerk for a term of two years commencing on January 1 of each odd-numbered year. The initial terms of appointment shall expire on January 1, 2017, unless reappointed. All appointments shall comply with Wis. Stats. §§7.52 and 7.53. (Lisa Mianecki, Barb Porter, Marline Holmes)

- The Board of Absentee Ballot Canvassers shall operate pursuant to the provisions of Wis. Stats. §§7.52 and 7.53, as applicable.
- Pursuant to Wis. Stats. §7.52(1)(b), the City Clerk may appoint additional inspectors to assist the absentee ballot board of canvassers in canvassing absentee ballots under this section.

The City Council, in lieu of canvassing absentee ballots at polling places, hereby provides for the canvassing of absentee ballots by the Board of Absentee Ballot Canvassers, which shall canvass all absentee ballots at all elections held in the city pursuant to procedures established by the state division governing elections.

BOARD OF ABSENTEE BALLOT **CANVASSERS' DUTIES**

1. Convene the Board of Absentee Ballot Canvassers at 11a.m. on Election Day to canvass absentee ballots in accordance with Wisconsin Statute 7.52(1)(a).
2. Canvass all absentee ballots received before 8 p.m. in accordance with Wisconsin State Statutes as explained in the Election Day Manual (Appendix II).
3. Complete a log of all activity that occurred during the Board of Absentee Ballot Canvassers Meeting.

5 workers on 1 one table

Announcer/opener

Badger Book Operator

Used Certificate Envelope Processor

Ballot Reviewer

Machine Operator

Wards 1-6; Wards 7-12; Wards 13-18; Wards 19-25

Supplies

The following supplies will be provided for each election to the Board of Absentee Ballot Canvassers:

- 2 duplicate copies of a single poll list for the entire City or 2 duplicate copies of the absentee log printed from the WisVote System and supplemental poll list
- Sufficient large ballot envelopes/bags/containers prepared with Chain of Custody and Certificate signed by the Board
- Sufficient Inspectors' Statements (EL-104) (a single Inspectors' Statement must be maintained for each ward)
- Sufficient large envelopes for Used Certificate Envelopes (EL-103)
- Sufficient large envelopes for Rejected Absentee Ballot Envelopes (EL-102)
- Sufficient large envelopes labeled "Original Ballots that were Duplicated"
- Sufficient write-in tally forms (a single tally sheet must be maintained for each ward)

Supplies cont.

- Election Day Manual for reference
- Red pens for marking poll lists
- *Ballots for remaking voted ballots if necessary*
- Ballot marking pens
- Challenge documentation for reference
- List of Proof of Residence Documentation
(can also be found in Election Day Manual)

APPENDIX II - PROCEDURES FOR PROCESSING BALLOTS (TAKEN FROM THE ELECTION DAY MANUAL)

ONE WARD AT A TIME!

1. Open container of absentee ballots.
2. Ballots sorted by ward and alphabetically.
3. Remove one Absentee Certificate Envelope (EL-122) and announce the elector's name.

Carefully review the certificate envelope to determine that:

- a. Envelope is not open.
- b. Envelope has not been opened and then resealed. (unless marked so BY CLERK)
- c. Signature of the elector appears on the certificate.
- d. Address of the voter is on the certificate and the address is within the municipality.
- e. Certificate contains the signature and address of one witness who is an adult US Citizen.

Note: With certain exceptions, an elector who mails or personally delivers an absentee ballot to the municipal clerk at an election is not permitted to vote in person at the same election on Election Day. Wis. Stat. § 6.86(6)

(Official Use Only) Voter has met or is exempt from the photo ID requirement. Municipal or Deputy Clerk initial here: *clerk*

SAMPLE ENVELOPE

[illegible]

11/8/2016 Rock County

City of Beloit - Ward ##

Ima Voter	0001234567
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999 Grand Ave Reg Absentee

Beloit, WI 53511

I, certify, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), that I am a resident of the ward of the municipality in the county of the state of Wisconsin indicated herein, and am entitled to vote in the ward at the election indicated herein; that I am not voting at any other location in this election; that I am unable or unwilling to appear at the polling place in the ward on election day, or I have changed my residence within the state from one ward to another later than 10 days before the election. I certify that I exhibited the enclosed ballot, unmarked, to the witness, that I then in the presence of the witness and in the presence of no other person, marked and cast my ballot in the manner indicated in this envelope in a manner that I know is my own and in person providing assistance under Wis. Stat. § 6.87(5), if I requested assistance, could know how I voted. I further certify that I requested this ballot.

X elma Voter

10 / 31 / 2014

▲ Signature of Voter ▲ (All voters must sign.)

Today's Date _____

REQUIRED OF MILITARY AND OVERSEAS VOTER ONLY: I further certify my birth date is:

Step #5

I, the undersigned witness, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), certify that I am an adult U.S. Citizen and that the above statements are true and the voting procedure was executed as stated. I am not a candidate for any office on the enclosed ballot (except in the case of an incumbent municipal clerk). I did not solicit or advise the voter to vote for or against any candidate or measure. I further certify that the name and address of the voter is correct as shown.

1. Thia Witness

▲ Signature of ONE adult U.S. citizen witness▲

2. **▲ If witnesses are Special Voting Deputies, both must sign.**

▼ Address of Witness(es) ▼

1. 123 Anywhere Avenue
2. Anywhere WI 53500

street number or fire number and street, or rural route and box number, municipality, state and zip code

I certify that the voter named on this certificate is unable to sign his/her name or make his/her mark due to a physical disability, and that I signed the voter's name at the direction and request of the voter.

X

▲ Signature of Assistant▲

I certify I am an authorized representative of the facility listed. I further certify that this facility is registered or certified as required by law, that the above voter is a resident, and I verify that the name and address of the voter described above is correct.

▲ Name of Facility▲

▲ Signature of Authorized Representative ▲

(CERTIFICATION OF WITNESS SECTION MUST ALSO BE COMPLETED.)

MUNICIPAL CLERK MARKS THIS SECTION IF REQUIRED (only required in certain care facility circumstances)

Attention Election Inspectors: If the box to the right is checked, one of the following is required:

✓ A copy of photo ID must be enclosed in this envelope OR

✓ The Certification of Care Facility Authorized Representative section of this envelope must be

completed (as well as the *Certification of Witness* Section).

*If neither is included, this ballot must be rejected.

Absentee Central Count

Voter Reg #	Voter #	Voter Name	Address	Ward	App Type	Ballot Issued	Ballot Returned	Ballot Type	Delivery Method	Bit #	Rejection Reason/Notes
City of Beloit - Ward 01											
28118564		Allen, Carlette Marie	2128 STABORN DR	WD 01	Regular	10/13/16	10/13/16	Official	In Person	1	
28100199		Bannister, Pauline	1930 MCKINLEY AVE	WD 01	Regular	10/26/16	10/26/16	Official	In Person	1	
28100201		Bannister, Yolanda Michelle	1930 MCKINLEY AVE	WD 01	Regular	10/26/16	10/26/16	Official	In Person	1	
28109904		Bleeker, Todd Arlan	2007 SUNRISE CT	WD 01	Regular	10/24/16	10/31/16	Official	Mail	1	
28116359		Bleeker, Linda Marie	2007 SUNRISE CT	WD 01	Regular	10/24/16	10/31/16	Official	Mail	1	
28100596		Brown, Mary Patricia	759 JEANNIE LN	WD 01	Indefinite	09/21/16	10/05/16	Official	Mail	1	
0007036206		Byers, Dawn M	2035 SUN VALLEY DR	WD 01	Regular	10/25/16	10/25/16	Official	In Person	1	
28111090		Conner, Jeanette M	745 KELSEY RD	WD 01	Regular	10/19/16	10/19/16	Official	In Person	1	
28100916		Crall, Bernadine F	2173 MASTERS ST	WD 01	Regular	10/27/16	10/27/16	Official	In Person	1	
28100917		Crall, Jeffrey E	2173 MASTERS ST	WD 01	Regular	10/21/16	10/21/16	Official	In Person	1	
28125720		Dates, Regina Mae	2020 HIGHVIEW CT	WD 01	Regular	10/24/16	10/24/16	Official	In Person	1	
28122854		Davidson, Stanley Lewis	2305 STABORN DR	WD 01	Regular	10/13/16	10/13/16	Official	In Person	1	
28109516		Davidson, Jacqueline Rochelle	2305 STABORN DR	WD 01	Regular	10/17/16	10/17/16	Official	In Person	1	
28122453		Esselman, Kim Chi	2015 MERIDITH DR	WD 01	Regular	09/22/16	10/26/16	Official	Mail	1	
28108769		Faldet, Melody Kay	2047 SUN VALLEY DR	WD 01	Regular	10/25/16	10/25/16	Official	In Person	1	
28109077		Franks, Margaret Helen	2100 W BELOIT NEWARK RD	WD 01	Indefinite	10/17/16	10/24/16	Official	Mail	1	

If the certificate envelope is found to be insufficient:

- a. Do not open the envelope. Put the ballot to the side BY WARD until 8 pm. (Mark on side reason it's insufficient...)
- b. **At 8 pm**, if the voter has not corrected the deficiency, Mark the envelope "Rejected ballot # ____" (beginning with "1" for each ward). Write the reason for the rejection on the envelope and on the Inspectors' Statement.
- c. **Do not issue the elector a voter number.**
- d. List the elector's name, identifying serial number of the rejected ballot and the reasons for rejection on the Inspectors' Statement (EL-104). Use one Inspectors' Statement (EL-104) for each District.
- e. Place the unopened certificate envelope in the Certificate of Rejected Absentee Ballots (EL-102) brown carrier envelope (one envelope for municipality).

If the certificate is found to be sufficient,

- Carefully remove the ballot from the certificate envelope.
- Upon accepting each absentee ballot, the Board of Absentee Ballot Canvassers shall **mark in red the voter tally # on the back of the ballot and on the pre-printed poll list next to the name of the elector, along with the indication the voter cast an absentee ballot (ABS), beginning with the number 1.**
- If the elector's name does not appear on the pre-printed poll list, the Board of Absentee Ballot Canvassers shall enter the name and voter number on the supplemental poll list.

Examine the ballot to ensure that:

- a. Only one ballot is enclosed.
- b. That the ballots contain the initials of the issuing Clerk. (Ballot is not rejected if initials of issuing Clerk are not present. Notation should be made on the Inspectors' Statement).

Place the ballot in the tabulating device.

Machine might reject the ballot...

- If ballots are rejected by the tabulator, poll workers should attempt to determine voter intent and remake the ballot if necessary using the procedure for remaking ballots.
- Remade ballots should be initialed by two members of the Absentee Board of Canvassers. Remade ballots must be documented on the “Original Ballots that were Duplicated Envelope” and the “Addition to Inspectors Statement”.
- If voter intent cannot be determined, ballot should be tabulated using the override key. The tabulator will increment voter number by one and any vote that can be counted will be counted.

Where does the envelope go?

- Place the used certificate envelope in the Used Certificate Envelopes of Absentee Electors (EL-103) white carrier envelope.

Rejected absentee ballots and used certificate envelopes are not required to be maintained by reporting unit. Rejected absentee ballots may be placed in a single Rejected Absentee Ballot (EL-102) envelope or container.

- Used certificate envelopes may be placed in a single Used Certificate envelope or container.

Special Circumstances...

- **Handling Absentee Ballots when Proof of Residence is Required**

If the voter list and the Absentee Certificate Envelope have the notation from the Municipal Clerk “POR required”, the inspectors first check to see if the voter included the required identifying document showing Proof of Residence in the certificate envelope if the envelope is sufficient as determined by #4 above, Procedures for Processing Ballots.

Procedure...

1. Open the Absentee Certificate Envelope to check if proof of residence is included in the envelope. (For an absentee voter, a copy of any of the documentation listed in the Election Day Manual is sufficient proof of residence).
 2. If the required proof of residence is in the envelope, the election inspectors continue to process the absentee ballot following the procedures above.
- Record on poll list type of document provided.

If the required proof is NOT in the envelope, the absentee ballot is considered a provisional ballot. Continue with the procedure below.

3. Make a notation on the voter registration list indicating that the voter did not provide the required proof of residence and issue a provisional voter number for the voter: "PV#____(PR)" (beginning with '1').
4. Remove the ballot from the envelope and mark the back of the ballot with the PV# and "Section 6.97". Place the ballot back inside the Absentee Certificate Envelope.
5. Write the PV# and "Section 6.97" on the outside of the Absentee Certificate Envelope.
6. Place the Absentee Certificate Envelope bearing the PV# and "Section 6.97" on the outside of the Provisional Certificate Envelope (EL-123). You do not have to fill in the rest of the EL-123. Seal the envelope, and place inside the Provisional Ballot Carrier Envelope (EL-108). Challenging Absentee Ballots An absentee ballot may be challenged in the same manner as it would be challenged at the polling place.

Handling Ballots when Proof of Identification is Required

- If the Absentee Certificate Envelope indicates that proof of identification or the Certification of Authorized Care Facility Representative is required, it is the responsibility of the election inspector to ensure that the elector included proof of identification along with the absentee ballot or completed the appropriate certification section before the ballot may be counted.
- Follow these procedures:

Procedure:

1. Determine if the Certification of Authorized Care Facility Representative is completed. If complete, continue to process the absentee ballot as normal.
 - a. Name of Facility
 - b. Signature of Representative (may be the same person as the witness)
2. If the certification section is not completed, open the Absentee Certificate Envelope to check if the missing documentation is included in the envelope. (Acceptable forms of proof of identification may be found in the "Electors" section of this manual.)
 - a. If the missing documentation is in the envelope, the election inspector continues to process the absentee ballot.
 - b. If the missing documentation is not in the envelope, the absentee ballot is rejected.

Challenging a ballot:

- Any qualified elector may challenge an absentee ballot.
- The Board of Absentee Ballot Canvassers shall challenge an absentee ballot cast by an elector whose name appears on the ineligible voter list. Procedures are set forth the Election Day Manual and using the EL-104-C to document the challenge.

FAQ

Note the “Frequently Asked Questions” under the “Handling Absentee Electors” in the Election Day Manual for additional information on the handling of absentee ballots.

Completing and Delivering of Forms (Use if Alternate method of processing is not used.)

Completing and Delivering of Forms

- Municipalities utilizing an optical scan voting system shall use **THREE machine printouts as tally sheets**. However, write-in votes must be recorded on duplicate original Write-in forms (EL-105), which are signed by the Board of Absentee Ballot Canvassers.
- The ballots and materials shall be delivered to the City Clerk to deliver to the County Clerk with all other materials and ballots, and after completing, recording and securing the required forms.
- As at the polls, all ballots must be secured in a ballot bag with the signatures of the Municipal Board of Absentee Ballot Canvassers.

Return of Absentee Ballots on Election Day by electors

- Voters attempting to return Absentee Ballots to a polling place other than the place designated for central count should be advised to return the ballot to the central count location. (4pm CALL IN)
- Ballots must be returned no later than 8:00 p.m. the day of the election except absentee ballots sent to Military electors which follow time lines set out in 6.22 of the Wisconsin Statutes.

When it's 8:00pm and we're all done...

All absentee ballots must be taken to the polling location prior to 8:00 p.m. to be placed in the tabulator. At 8:00 p.m. the polls are officially closed and no additional absentee ballots shall be accepted.

- Totals are printed and write-ins counted on 2 duplicate write-in forms. The totals of the absentee ballots will be transmitted to the County Clerk.

Let's run the first 10 together!
